



# Department of Defense **INSTRUCTION**

**NUMBER** 1340.27

May 21, 2013

Incorporating Change 1, Effective April 27, 2020

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USD(P&R)

**SUBJECT:** Military Foreign Language Skill Proficiency Bonuses

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction:

a. Establishes policy, assigns responsibilities, and prescribes procedures for:

(1) The foreign language proficiency bonus (FLPB) pursuant to section 353(b)(1) of Title 37, United States Code (U.S.C.) (Reference (b)).

(2) The Senior Reserve Officers' Training Corps (SROTC) foreign language skill proficiency bonus (SPB), pursuant to section 353(b)(2) of Reference (b).

b. Incorporates and cancels Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum (Reference (c)) and DoD Instruction 7280.03 (Reference (d)).

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

3. **POLICY.** It is DoD policy that:

a. The Defense Language Program increases foreign language and dialect capabilities across the DoD consistent with DoD Directive 5160.41E (Reference (e)).

b. FLPB awards increase strategic foreign language and dialect capabilities throughout the DoD. Specifically, awards:

(1) Encourage Service members with foreign language and dialect proficiencies to identify their proficiency level.

(2) Incentivize Service members to acquire, sustain, and improve foreign language and dialect skills.

(3) Incentivize Service members whose military specialty requires a foreign language or dialect to expand their proficiency to other foreign languages and dialects.

(4) Increase the number of language professionals operating at proficiency levels 2-5 as defined by the Federal Interagency Language Roundtable (ILR) rating scale (available at <http://www.govtilr.org/>) in languages and dialects of strategic importance to DoD.

c. SROTC SPB awards:

(1) Incentivize contracted SROTC cadets and midshipmen to study foreign languages and their associated cultures of strategic importance to the DoD and the Secretaries of the Military Departments.

(2) Increase DoD capability to better communicate and interact with people of other cultures and develop officers, early in their military careers, with an enhanced ability to work with and among people of other cultures.

d. The transition from the current incentive pay authorities of subchapter I of chapter 5 of Reference (b), as implemented by References (c) and (d), to the skill proficiency bonus authority pursuant to section 353(b) of subchapter II of chapter 5 of Reference (b), as implemented herein, will occur incrementally.

e. The Defense Language Proficiency Test (DLPT) System and other non-DLPT tests approved by the USD(P&R) are the only tests authorized for certifying a Service member's proficiency in a foreign language or dialect and determining the qualification for receiving the payment of FLPB. For policy governing the Defense Language Testing Program, refer to DoD Instruction 5160.71 (Reference (f)).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3 and 4.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 1. The change to this issuance updates references and organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

8. EFFECTIVE DATE. This instruction is effective May 21, 2013.

  
Jessica L. Wright  
Acting Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. FLPB Procedures
4. SROTC SPB Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) Title 37, United States Code
- (c) Under Secretary of Defense for Personnel and Readiness Memorandum, “Foreign Language Skill Proficiency Bonus (SPB) for Senior Reserve Officer Training Corps (SROTC) Cadets and Midshipmen,” April 8, 2009 (hereby cancelled)
- (d) DoD Instruction 7280.03, “Foreign Language Proficiency Bonus (FLPB),” August 20, 2007 (hereby cancelled)
- (e) DoD Directive 5160.41E, “Defense Language, Regional Expertise, and Culture (LREC) Program,” August 21, 2015, as amended
- (f) DoD Instruction 5160.71, “DoD Language Testing Program,” January 26, 2009, as amended
- (g) DoD Strategic Language List (SLL), current edition
- (h) DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” December 21, 2010
- (i) Deputy Secretary of Defense Memorandum. “Managing Military Personnel Resources of the United States Special Operations Command,” January 16, 2009
- (j) Title 10, United States Code
- (k) DoD 7000.14-R, Volume 7A, “Department of Defense Financial Management Regulations (FMRs),” current edition
- (l) DoD Instruction 1336.05, “Automated Extract for Active Duty Military Personnel Records,” July 28, 2009, as amended
- (m) DoD Instruction 7770.02, “Uniformed Services Pay File,” June 10, 2019
- (n) DoD Manual 7730.54, “Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Component (RC) Personnel Reports,” May 25, 2011, as amended
- (o) DoD Common Human Resources Information Standards (CHRIS) Website<sup>1</sup>
- (q) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition

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<sup>1</sup> [http://www.prim.osd.mil/init/listing\\_chris.html](http://www.prim.osd.mil/init/listing_chris.html). Click on “Foreign Language”.

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R):

- a. Provides overall policy guidance for the administration and payment of FLPB and SROTC SPB.
- b. Serves as the final approval authority for the use of any other foreign language proficiency test not within the approved DLPT System, for determining a Service member's ILR proficiency skill level, and for the payment of FLPB.
- c. Considers requests submitted by a Secretary of a Military Department for exceptions to policy regarding the DoD Strategic Language List (SLL) (Reference (g)), FLPB, or SROTC SPB.

2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)). Under the authority, direction, and control of the Assistant Secretary of Defense for Readiness and Force Management, the ASD(R):

- a. Publishes a DoD SLL, as required, in accordance with Reference (e).
- b. Recommends guidance and action, in addition to that provided in this instruction, to the USD(P&R) for recertifying Service members for FLPB due to extenuating circumstances as needed.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

- a. Implement distribution of FLPB and SROTC SPB in accordance with the procedures in Enclosures 3 and 4 of this instruction.
- b. In accordance with DoD Directive 5100.01 (Reference (h)), coordinate with their respective Military Service Chiefs and the Commander, United States Special Operations Command (CDRUSSOCOM), on Military Department personnel management policy and plans as they relate to FLPB compensation issues pertaining to all special operations forces (SOF) personnel. This coordination must not interfere with the Title 10 authorities of the Military Departments or Services.
- c. In accordance with Deputy Secretary of Defense Memorandum (Reference (i)), identify to CDRUSSOCOM all SOF-only FLPB military personnel account costs in excess of the Military Department's existing FLPB policy. The Military Services will continue to program and budget

for specific direct costs of requirements for which funds were previously transferred from CDRUSSOCOM to the Military Services.

- d. Send requests for exceptions to this instruction to the USD(P&R).

4. CDRUSSOCOM. The CDRUSSOCOM:

- a. Coordinates with the Military Service Chiefs and the Secretaries of the Military Departments, in accordance with Reference (h), on personnel management policy and plans as they relate to FLPB compensation issues of all SOF personnel. This coordination must not interfere with the Title 10 authorities of the Military Department or Services.

- b. Is responsible for CDRUSSOCOM-directed SOF FLPB costs explicitly associated with its military end strength, in accordance with Reference (i).

ENCLOSURE 3

FLPB PROCEDURES

1. ELIGIBILITY FOR FLPB PAYMENTS. FLPB is authorized for a Service member who:

a. Has been certified by the Secretary of the Military Department concerned as proficient in one or more foreign languages or dialects either:

(1) Identified on the DoD SLL in the immediate or emerging category (Service will pay FLPB, see Tables 1 and 2);

(2) Identified on the DoD SLL in the enduring category (Service may choose to pay or not pay FLPB (see Tables 1 and 2)); or

(3) Not identified on the DoD SLL, but designated by the Secretary of the Military Department concerned as a foreign language or dialect for which proficient personnel are required to accomplish DoD Component specific missions (see Tables 1 and 2).

b. Meets any one of the following criteria:

(1) Is qualified in a military career specialty requiring proficiency in a specific foreign language or dialect and is certified proficient in that foreign language or dialect.

(2) Has received training, in accordance with regulations prescribed by the Secretary of the Military Department concerned, designed to develop proficiency in a foreign language or dialect.

(3) Is assigned to military duties requiring proficiency in a specific foreign language or dialect for which the DoD or the Secretary of the Military Department has identified a need.

(4) Is certified proficient in a foreign language or dialect for which the DoD or the Secretary of the Military Department concerned has identified a need.

2. CERTIFICATION OF FOREIGN LANGUAGE OR DIALECT PROFICIENCY

a. Certification of Service members' foreign language or dialect proficiency will expire 1 year from the first day of the first month after certification was received, unless they are recertified or excepted under the conditions stipulated in sections 3 and 4, respectively, of this enclosure. For example, if a Service member tests proficient on a DLPT on January 2, 2001, then his or her certification will expire February 1, 2002.

b. Service members must test annually in each language or dialect for which they are receiving FLPB in order to continue receipt, unless they are recertified or excepted under the

conditions stipulated in sections 3 and 4 of this enclosure. The Secretary of the Military Department concerned may retest Service members no earlier than 6 calendar months from the last administration of a test in that foreign language or dialect unless the Service member has completed a significant language education or training event (150 hours of immersion training or 6 consecutive weeks of 5-hour-a-day classroom training) in that foreign language or dialect.

c. Service members must be certified as proficient using the proficiency skill levels shown in Table 1 in any combination of two of the three modalities (Listening (L), Reading (R), and Speaking (S)) of the Service's determination in order to receive FLPB.

**Table 1. DoD Bonus Rates for Foreign Language or Dialect Proficiency**

Any combination <sup>1</sup> of L, R, and S modalities of the Service's determination	Payment Category A (A-rate) for Immediate and Emerging <sup>2</sup> DoD SLL Languages or Dialects <sup>3</sup>	Payment Category B (B-scale) for Enduring <sup>4</sup> DoD SLL Languages or Dialects <sup>3</sup>	Payment Category B (B-scale) for Languages or Dialects not on the DoD SLL <sup>3</sup>
ILR SKILL LEVELS	MONTHLY INSTALLMENT (in \$)	MONTHLY INSTALLMENT (in \$) <sup>5</sup>	MONTHLY INSTALLMENT (in \$) <sup>5</sup>
1/1 <sup>4</sup>	100.00	0-100.00	0-100.00
1+/1+ <sup>4</sup>	150.00	0-150.00	0-150.00
2/2 <sup>2</sup>	200.00	0-200.00	0-200.00
2/2+ <sup>2</sup>	250.00	0-250.00	0-250.00
2+/2+ <sup>2</sup> or 2/3 <sup>2</sup>	300.00	0-300.00	0-300.00
2+/3 <sup>2</sup>	350.00	0-350.00	0-350.00
3/3 <sup>2</sup>	400.00	0-400.00	0-400.00
3/3/3 <sup>2</sup> or 4/4 <sup>2</sup>	500.00	0-500.00	0-500.00
<sup>1</sup> See paragraph 2c(1) and 2c(2) of this enclosure for the only authorized exceptions for payment of FLPB for a single modality.			
<sup>2</sup> Secretary of the Military Department must pay Immediate and Emerging DoD SLL category languages (at ILR skill level 2/2 and above).			
<sup>3</sup> See paragraph 5k(3) of this enclosure for the payment policy for additional dialects.			
<sup>4</sup> Secretary of the Military Department has discretion to pay FLPB at the ILR skill levels 1/1 and 1+/1+.			
<sup>5</sup> Secretary of the Military Department has discretion to pay or not pay FLPB on the scale bounded by zero and the Category A rate and at any 25 dollar increment between those lower and upper FLPB pay limits.			

(1) In the case of languages or dialects where there is only a single modality USD(P&R)-approved test (L or R score), the Secretary of the Military Department may:

(a) Require Service member to also take a USD(P&R)-approved Oral Proficiency Interview (OPI) to achieve the requirement of two modality scores for FLPB eligibility; or



(b) Use a corresponding modality from a different dialect of the same language to serve as the second modality for FLPB eligibility (i.e., combine the Modern Standard Arabic R DLPT modality score with an L score from a different dialect of Arabic).

(2) In the case of foreign languages or dialects where a DLPT or other test approved by the USD(P&R) does not exist but a USD(P&R)-approved OPI is available, the Secretary of the Military Department may pay FLPB for the single S modality only.

### 3. WAIVER OF RECERTIFICATION OF PROFICIENCY INTERRUPTED BY A CONTINGENCY OPERATION.

a. Notwithstanding section 2 of this enclosure, the Secretary of the Military Department concerned may waive the certification requirement and pay FLPB to a Service member who:

(1) Is assigned to duty in connection with a contingency operation.

(2) Is unable to schedule or complete the test for certification because of that assignment.

(3) Except for the lack of such certification, satisfies the eligibility requirements cited in section 1 of this enclosure.

b. The Secretary of the Military Department concerned may treat the date the Service member was assigned to duty in connection with the contingency operation as equivalent to a certification date.

c. In the case of a Service member whose certification will expire during such a duty assignment or within 6 months following return to the continental United States or overseas permanent duty station, the Secretary of the Military Department will authorize the Service member those 6 months after returning as a mandatory grace period to recertify for FLPB.

d. If a Service member fails to obtain the required certification by the end of the 6-month period, then the Secretary of the Military Department concerned may require the Service member to repay all or a portion of the FLPB received in accordance with section 7 of this enclosure.

### 4. EXCEPTIONS TO RECERTIFICATION OF FOREIGN LANGUAGE OR DIALECT PROFICIENCY. The Secretary of the Military Department may elect to recertify Service members' foreign language or dialect proficiency using their last recorded DLPT scores when:

a. Service members are assigned to duty outside the continental United States (excluding Alaska and Hawaii) at a location where web-delivered testing facilities are not available or accessible. In such cases, Service members may complete the recertification requirements provided under section 2 of this enclosure no later than 6 months after the date they are released from the duty assignment. The Secretary of the Military Department is responsible for

determining which locations qualify for this recertification and the duration (not to exceed 6 months) of their Service recertification grace period.

b. In the case of Service members whose certification expires while they are attending a significant language education or training event, their next 1-year certification period will begin when they retest after they complete the significant language education or training event. The Service member's FLPB will continue while they are in training up until they complete the course retest event. Further FLPB entitlement will be based on the results from that event.

c. Service members who initially certify or recertify proficient through the DLPT system at or above ILR skill levels 3/3 or 3/3/3 in a foreign language or dialect must take an approved test within the DLPT system no less frequently than every 2 years for recertification, in which case recertification in the off year may be accomplished using a method selected by the Secretary of the Military Department.

## 5. AMOUNT AND METHOD OF PAYMENT

a. Pursuant to section 353(c)(2) of Reference (b), payment of FLPB must not exceed \$12,000 per 1-year certification period and must be paid in either:

- (1) Monthly installments; or
- (2) An annual lump sum.

b. Pursuant to section 353(e)(2) of Reference (b), the Secretary of the Military Department concerned and the Service member will make a written agreement regarding FLPB. The agreement:

- (1) Must specify the amount of the FLPB awarded, the period for which the FLPB will be paid, and the initial certification or recertification necessary for FLPB payment.
- (2) Must include a provision discussing repayment of the unearned portion of any remaining FLPB if the Service member does not satisfy the eligibility and certification requirements for the length of the written agreement.

c. Pursuant to section 353(c)(2) of Reference (b), the Secretary of the Military Department concerned may not vary the criteria or rates, as outlined in this instruction, for FLPB paid for officers and enlisted members. The intent of this provision is to make the same FLPB payment to Service members with the same certified proficiency, in the same language, regardless of pay grade.

d. The monthly rate must not exceed \$500 per month for a single foreign language or dialect, or \$1,000 per month for two or more foreign languages or dialects. The total annual FLPB amount may not exceed \$12,000 for each 1-year period of certification.

e. Service members must attain a minimum of ILR skill level 2/2 (ILR skill level 1/1 if authorized by the Secretary of the Military Department concerned) or higher in any two modalities of the Service's determination in a DoD SLL or Service-approved foreign language or dialect in order to receive FLPB. See paragraphs 2c(1) and 2c(2) of this enclosure for single modality FLPB payment exception.

f. FLPB rates for specific ILR skill level proficiencies are divided into two payment categories – “A rate” or “B scale,” as shown in Table 1:

(1) The Category A rate (for immediate and emerging languages or dialects on the DoD SLL), for which the Secretaries of the Military Department must pay FLPB at ILR skill levels 2/2 and above, and may pay FLPB for ILR skill levels below 2/2. The category A rate is one specific dollar amount as shown in Table 1.

(2) The Category B scale (for enduring foreign languages or dialects on the DoD SLL and all other Service approved languages or dialects not on the DoD SLL), for which the Secretaries of the Military Department may pay FLPB.

(a) The category B scale may be a number of specific dollar amounts as shown in Table 1, beginning at \$0 and increasing at \$25 increments to the Category A rate. For example, for the Category B scale for ILR skill level 2/2, there are 9 possible authorized FLPB payments: \$0, \$25, \$50, \$75, \$100, \$125, \$150, \$175, or \$200 (maximum for Category A ILR skill level 2/2).

(b) The specific Category B scale increment to be paid for a foreign language or dialect may be determined at the discretion of the Secretary of the Military Department concerned.

g. All Service members must be certified proficient, as described in sections 2 through 4 of this enclosure.

h. In order to receive FLPB in a similar fashion to their active component (AC) counterpart, a Reserve Component (RC) member must:

(1) Meet the eligibility certification requirements found in sections 1 through 4 of this enclosure.

(2) Fulfill minimum annual service requirements for retirement eligibility pursuant to section 12732 of Title 10, U.S.C. (Reference (j)), unless waived by the Secretary of the Military Department concerned. RC members must earn a minimum of 50 retirement points, regardless of RC source, in each full anniversary year to have that year creditable towards verification of the total years of qualifying service for non-regular retired pay and the payment of FLPB.

(a) A partial qualifying year is any period of less than 12 full months during which the RC member earns a pro-rated share of 50 retirement points and an identical pro-rated share (or smaller percentage of full FLPB annual payment) of FLPB.

(b) RC members who perform a partial qualifying year of less than 12 full months and earn less than 50 retirement points in a year will have their FLPB pro-rated at a value of 2 percent for each retirement point less than 50 points.

(c) For example: In paragraph 5h(2), an RC member who is certified 2/2 proficient in a Category A language would receive annual FLPB of \$2,400 for earning 50 retirement points in an anniversary year – the same as the AC member who was certified proficient for a full year. In paragraph 5f(2)(b), if another RC member with identical foreign language qualifications as the RC member above only amassed 25 points in their anniversary year, that member would receive: 25 points / 50 points or 1/2 the annual FLPB of \$2,400 = \$1,200 FLPB.

(3) In accordance with chapters 57 and 58, paragraphs 570306 and 580302, respectively of Volume 7A of DoD Financial Management Regulations, DoD 7000.14-R, (Reference (k)), the sum total of FLPB paid to RC members who are in good standing and who have not been adjudicated as unsatisfactory performers in the previous 12 months must equal the annual FLPB paid to an AC member with the same certified language proficiency.

(4) For RC members, the requirement to attain 50 points during a separation year is waived for an RC FLPB calculation if the member separates before 12 months in the anniversary year. In such a case, the RC member will be paid the standard FLPB monthly allotment for months in good standing, with the final month pro-rated if separation occurs before the last day of the month. RC members in a separation year who fall from a good standing status will have their FLPB terminated in the month in which they fall from that status. The exception to the 50 point standard in a separation year is an RC member who serves the entire anniversary year; in such a case the individual must earn 50 points to collect the final month of FLPB prior to separation.

i. All possible ILR skill level proficiency combinations are not depicted in Table 1. In the case where a Service member's certified proficiency falls between two skill levels depicted in Table 1, the Service member must be paid at the next lower skill level depicted (if at or above ILR skill level 2/2) where both proficiencies meet or exceed that lowest depicted payment threshold.

(1) For example, a Service member scoring ILR skill level 2+/1+, would not qualify for the current ILR skill levels 2+/2+ or 2+/2. The next lowest Table 1 ILR skill level where both proficiencies meet the payment threshold would be ILR skill level 1+/1+ (but only if the Secretary of the Military Department authorized payment at the ILR skill level 1+/1+). Additionally, an ILR skill level 1/0+ proficiency would result in no payment because there are no ILR skill levels 0 or 0+ authorized in Table 1.

(2) Additionally, a Service member scoring ILR skill level 2/3+ would have no authorized payment depicted in Table 1. The absence of the exact 2/3+ ILR skill level in Table 1 will not be interpreted as the member not being entitled to any FLPB payment. In this example, the Service member would be paid FLPB at the next lowest proficiency combination depicted in Table 1, or ILR skill level 2/3.

j. The Military Department:

(1) Implements FLPB in accordance with the procedures in this enclosure.

(2) Pays FLPB at all the proficiency skill levels (at or above 2/2) and payment categories depicted in Tables 1 and 2, in any combination of two of the three modalities (L, R, and S) of the Military Department’s determination.

Table 2. DoD SLL Language and FLPB Payment Categories

	Immediate and Emerging SLL Languages and Dialects	Enduring SLL Languages and Dialects	Languages and Dialects Not on the DoD SLL
Will, May Pay or Not Pay FLPB	Will Pay	May Pay or Not Pay	May Pay or Not Pay
Category of FLPB Payment	A-Rate	B-Scale	B-Scale
The Military Department:	Will pay FLPB for certified proficiencies (ILR skill levels 2/2 and above) in Immediate and Emerging languages or dialects on the DoD SLL	May pay or not pay FLPB for Enduring languages or dialects on the DoD SLL	May pay or not pay FLPB for languages or dialects not on the DoD SLL where there are valid language requirements for sufficient numbers of proficient personnel to accomplish DoD Component-specific missions

(3) Ensures that complete and accurate FLPB-related personnel proficiency or pay data (as applicable) is submitted.

(a) For active duty personnel, submit data in accordance with DoD Instruction 1336.05 (Reference (l)) and DoD Instruction 7770.02 (Reference (m)).

(b) For RC personnel, submit data in accordance with DoD Manual 7730.54 (Reference (n)) and Reference (m).

(c) Current DoD foreign language trigraph codes are available at the DoD Common Human Resources Information Standard (CHRIS) website (Reference (q)).

k. The Military Department may:

(1) Authorize FLPB payment to Service members whose duties require an ILR skill below level 2/2, but only at or above ILR skill level 1/1 (see paragraphs 2c(1) and 2c(2) of this enclosure for single modality FLPB payment exception).

(2) Authorize non-monetary incentives in lieu of or in concert with FLPB payments for skill levels below ILR skill level 2/2.

(3) Pay FLPB at the Category B scale to Service members who test proficient in an additional DoD or Service-approved dialect of a language for which they receive FLPB at the Category A rate.

6. RELATIONSHIP TO OTHER PAYS AND ALLOWANCES. A Service member:

a. May not receive more than one pay per period in any month for the same skill pursuant to section 353 of Reference (b).

b. May receive more than one pay for entirely different career fields and skills, even though they occur during the same period. For example: An Air Force airborne cryptologic linguist analyst would be entitled to both career enlisted flyer incentive pay (a flying skill incentive pay in the Air Force and Navy pursuant to section 353(a) of Reference (b)) and FLPB (a language interpretation and intelligence analytical SPB pursuant to section 353(b) of Reference (b)) for the same period of service.

7. REPAYMENT OF FLPB. Pursuant to section 373 of Reference (b), a Service member:

a. Must repay to the United States any unearned portion of FLPB if he or she fails to maintain certified language proficiency.

b. Will not receive any unpaid amounts of FLPB after he or she fails to maintain the certified proficiency for which FLPB was received. (See chapter 2 of Reference (k) for those conditions when the Secretary of Military Department concerned may not seek FLPB repayment.)

ENCLOSURE 4

SROTC SPB PROCEDURES

1. SROTC SPB PAYMENTS

a. Eligibility

(1) An SROTC SPB may be paid to a cadet or midshipman who is contracted in the SROTC program, even though the cadet or midshipman is in the first year of the 4-year course under the program.

(2) SROTC SPB will not be paid retroactively for courses completed at another institution in the event a newly contracted cadet or midshipman transfers from that institution to a Reserve Officers' Training Corps (ROTC)-affiliated college, university, or ROTC consortium.

(3) SROTC SPB will not be paid to cadets or midshipmen who take the College Level Examination Program test, distance learning, or on-line courses to receive college credit for foreign language or cultural studies classes.

b. Amount

(1) An SROTC SPB will not exceed \$3,000 for each 12-month period that follows a qualifying academic period in which a cadet or midshipman satisfactorily completes a course of study to develop an SROTC SPB skill.

(2) The Secretary of the Military Department concerned may change the start and end dates of this 12-month period to accommodate different schedules for their ROTC-affiliated colleges, universities, and ROTC consortiums, provided that the newly defined 12-month period reflects a minimum of 365 consecutive days.

(3) The SROTC SPB for a qualifying course(s) or immersion training will only be paid in a lump sum payment following the satisfactory completion of that course or immersion training.

(4) The Secretary of the Military Department concerned may establish Service-specific SROTC SPB policies for:

(a) SROTC SPB course payment rates to accommodate both the semester and quarter credit hour systems.

(b) Graduated SROTC SPB rates for different categories of languages of interest to the Service or by course levels (e.g., 100 (freshman), 200 (sophomore), 300 (junior), or 400 (senior)) to encourage higher level participation and further skill development.

(5) Any SROTC SPB payments for summer language immersion or study abroad programs, combined with any previous SPB payments for that academic year (AY), must not exceed the 12-month (full AY) SROTC SPB entitlement (summer immersion payment plus previous SPB payments) limit of \$3,000.

c. Method. The Secretary of the Military Department concerned will require a contracted cadet or midshipman to make a written agreement, pursuant to section 353(e)(2) of Reference (b). The written agreement must specify, at a minimum:

(1) The required status of the cadet or midshipman as a contracted ROTC student while participating in an SROTC SPB course of study.

(2) The amount of the SROTC SPB.

(3) The academic period(s) in which the SROTC SPB will be paid.

(4) The required SROTC SPB course of study.

(5) That the cadet or midshipman will be paid retroactively after the satisfactory completion of an SROTC SPB course.

(6) That the cadet or midshipman may be subject to the repayment provisions of sections 353 and 373 of Reference (b), chapter 2 of Reference (k), and any additional stipulations identified by the Secretary of the Military Department concerned.

2. CERTIFICATION OF PROFICIENCY AND WAIVER. Pursuant to section 353(d)(3) of Reference (b), the DoD may waive the annual proficiency certification requirement for an SPB. The DoD waives this requirement if a contracted cadet or midshipman satisfactorily completes an SROTC SPB course of study in accordance with section 4 of this enclosure. The contracted cadet or midshipman must satisfactorily complete the course of study during the qualifying academic period or year preceding the payment of the SPB.

### 3. SATISFACTORY COURSE COMPLETION FOR SROTC SPB PAYMENT

a. To ensure a proficiency standard is applied equally across all SROTC SPB courses of study, a contracted cadet or midshipman who attains a letter grade of “B” or higher (beginning with AY 2013-2014) will be considered to have demonstrated the requisite knowledge and proficiency in the SROTC SPB course of study to warrant the SPB payment.

b. The Secretary of the Military Department may not lower the letter grade of “B” minimum proficiency standard.

c. The Military Departments must revise their Service-specific SROTC SPB instructions to transition from the previous letter grade of “C” standard to the new SROTC SPB letter grade of



“B” satisfactory completion standard. This new standard will be effective at the beginning of AY 2013-2014.

d. If a co-requisite language laboratory is part of the SROTC SPB course, the cadet or midshipman also must receive a similar grade of "B" (3.0), "CR" or better.

e. See Table 3 for those course grades and explanations that meet the SPB course satisfactory completion requirement.

Table 3. Grade Determination In Meeting Satisfactory Completion Requirement

Grade	Grade Explanation	Satisfactory Completion
A	Excellent to Very Good: comprehensive knowledge and understanding of subject matter; 4.0 quality points	Yes <sup>1</sup>
AU	Audit	No
B	Good: moderately broad knowledge and understanding of subject matter; 3.0 quality points	Yes <sup>1</sup>
C	Satisfactory: reasonable knowledge and understanding of subject matter; 2.0 quality points	No <sup>1</sup>
CR	Credit (work A+ to C-)	Yes (A+ to B), No (B- to C-) <sup>1</sup>
D	Marginal: minimum knowledge and understanding of subject matter; 1.0 quality point	No <sup>2</sup>
F	Fail: unacceptably low level of knowledge and understanding of subject matter; 0 quality points	No
P	Pass (work A+ to C-)	Yes (A+ to B), No (B- to D-) <sup>1</sup>
I	Incomplete	No, Conditional <sup>3</sup>
NC	No Credit	No
NE	No Entry (work below C-)	No
W	Withdrawal	No
WP	Withdrawal Passing	No
W	Withdrawal Failing	No
WU	Withdrawal Unauthorized	No
<sup>1</sup> The Military Departments will revise their Service-specific SROTC SPB instructions to transition from the previous letter grade of “C” or better standard to the new SROTC SPB letter grade of “B” or better satisfactory completion standard, beginning with AY 2013-2014.		
<sup>2</sup> A letter grade of D constitutes a Passing grade in some Pass/Fail courses, but does not count as satisfactory completion.		
<sup>3</sup> A cadet or midshipman who receives an “I” grade on an SROTC SPB course has until the end of the next academic term (summers not included) to satisfactorily resolve the grade to generate a SROTC SPB payment. The Professors of Military Science, Naval Science or Aerospace Science may waive the next academic term provision on a case-by-case basis.		

4. RELATIONSHIP TO OTHER PAYS AND ALLOWANCES. See chapter 59 of Reference (k) for all SROTC cadet and midshipman pay and allowance information and limitations.

5. REPAYMENT OF SROTC SPB. The obligation to repay the SROTC SPB may be a debt owed to the United States.

a. A contracted cadet or midshipman may be subject to the repayment provisions of sections 353 and 373 of Reference (b) and chapter 2 of Reference (k) if he or she receives an SROTC SPB, but does not satisfy the eligibility and certification or waiver requirements specified in this enclosure.

b. Pursuant to section 2005(d)(3) of Reference (j), SROTC SPB must not be calculated in the cost of advanced education should the Secretary of the Military Department choose to exercise his/her written agreement option to seek reimbursement of the cost of a former student's advanced education.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
ASD(R)	Assistant Secretary of Defense for Readiness
AY	academic year
CDRUSSOCOM	Commander, United States Special Operations Command
CHRIS	Common Human Resources Information Standards
CR	credit earned
DLPT	Defense Language Proficiency Test
FLPB	foreign language proficiency bonus
ILR	Interagency Language Roundtable
L	listening modality
OMB	Office of Management and Budget
OPI	oral proficiency interview
R	reading modality
RC	Reserve Component
ROTC	Reserve Officers' Training Corps
S	speaking modality
SLL	Strategic Language List
SOF	special operations forces
SPB	skill proficiency bonus
SROTC	Senior Reserve Officers' Training Corps
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction:

academic period. An academic period (to include summer language immersion programs) for a SROTC cadet or midshipman is defined as a quarter, trimester, semester, or other course length of academics for which course credit and SROTC SPB may be awarded.

AY. The annual period (365 consecutive days) during which the cadet or midshipman attends an ROTC-affiliated college, university, or ROTC consortium of institutions. In the case of ROTC summer language immersion programs, includes the summer months (culminating in a 12-month period established and recognized by that specific ROTC-affiliated college, university, or ROTC consortium of institutions).

category A FLPB rate (A-rate). Applicable to immediate and emerging languages or dialects on the DoD SLL, for which the Secretaries of the Military Departments must pay FLPB at ILR skill levels 2/2 and above, and may pay FLPB for ILR skill levels below 2/2.

category B FLPB scale (B-scale). Applicable to enduring foreign languages or dialects on the DoD SLL and all other languages or dialects not on the DoD SLL, for which the Secretaries of the Military Departments may pay or not pay FLPB. Category B scale ranges from \$0 to the Category A rate for that ILR proficiency skill level, to include any \$25 increment in between \$0 and the Category A rate.

certification of foreign language proficiency. A Service member's foreign language capability, measured by the Federal Government ILR scale, indicated by the DLPT System or approved non-DLPT System test results.

contingency operation. Defined in Joint Publication 1-02 (Reference (r)).

contracted cadet or midshipman. A college student who makes an agreement with his or her Military Service to accept a commission as an officer through ROTC and a defined military service obligation. These cadets or midshipmen are also entitled to a monthly subsistence allowance and may be eligible for SROTC SPB payments when satisfactorily completing an SROTC SPB course of study.

dialect. A variety of a foreign language that is spoken by a group in a particular area or of a social group or class. It can have a different accent and pronunciation, vocabulary, and use different grammatical structures.

DLPT System. The DoD standardized testing system that consists of the following foreign language proficiency tests:

Defense language reading proficiency test. A test that only measures the single modality of reading proficiency in certain foreign languages.

DLPT IV and DLPT5 (lower and upper range), computer-based or web-delivered test.

OPI.

Very low range DLPT test.

DoD SLL. Defined in Reference (e).

good standing. An RC term that describes the current status of an RC member's broad spectrum of annual participation to accumulate the annual requirement of 50 points, pursuant to section 12732 of Reference (j).

good year. An RC term used to denote the attainment of the annual 50 point retirement threshold, pursuant to section 12732 of Reference (j), to receive 1/20th credit for the entitlement to retirement pay (after the accumulation of 20 good years). It is also the policy standard used by this instruction to equate 1 year of RC service to 1 year of AC service for the calculation of the payment (both full and pro-rated) of FLPB.

language immersion program. A method of teaching a foreign language that uses the target language as a teaching tool, surrounding or "immersing" students in the foreign language. In-class activities, such as math, science, social studies, and history, and those outside of the class, such as meals or everyday tasks, are conducted in the target foreign language and for maximum immersion effect, may be conducted in the overseas (study abroad) host country environment.

language professional. Defined in Reference (e).

language proficiency. The ability of an individual to carry out assigned tasks in R, L, and S modalities. The U.S. Government bases its assessment of language proficiency on the standards in the Federal Government ILR rating scale.

qualifying academic period. An academic period in which a student satisfactorily completes a course of study intended to develop an SROTC SPB skill, which is the prerequisite for SROTC SPB payment during any succeeding academic period(s).

RC member. A member serving with the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, and the Air Force Reserve.

satisfactory completion. Achieving a grade of "B" (3.0) or better, to include a grade of "Credit Earned (CR)," in which the CR is equivalent to a grade of "A+ to B" in the SROTC SPB course. If a co-requisite language laboratory is part of the SROTC SPB course, the cadet or midshipman must also receive a similar grade of "B" (3.0), "CR," or better.

significant language education or training event. At least 150 hours of immersion training or 6 consecutive weeks of 5-hour-a-day classroom training, or other significant events as defined by

the Secretaries of the Military Departments and the Defense Agencies and DoD Field Activities heads.

SROTC SPB skill. A facility or proficiency in a foreign language, cultural, or cross-cultural study designated as critical.

SROTC SPB critical foreign language. Arabic, Korean, Japanese, Chinese, Pashto, Persian-Farsi, Serbian-Croatian, Russian, Portuguese, or other language on the current DoD or Service SLL. The Secretary of the Military Department concerned may designate such other foreign languages and cultural studies courses as appropriate.

strategic foreign language. A language listed on the DoD SLL or other foreign languages of strategic interest, which may be designated by the Secretary concerned as critical for purposes of SROTC SPB.

waiver. An action that sets aside the proficiency certification requirement pursuant to section 353(d) of Reference (b).